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DS&T-200-88

03 MAR 1988

MEMORANDUM FOR: Director, Foreign Broadcast Information Service
Director, National Photographic Interpretation Center
Director of Development and Engineering
Director of Research and Development
Director of SIGINT Operations
Director of Technical Service
Director of Special Projects

FROM: R. E. Hineman
Deputy Director for Science and Technology

SUBJECT: Issues in Program Management in Government Procurement
27-29 April 1988

1. The thirty-sixth running of the John J. Crowley Engineering Seminar (known for accreditation purposes as Issues in Program Management in Government Procurement) will be held from 27-29 April 1988 This three-day course will consist of approximately 10 two-hour sessions, most of which will be lectures keyed to the provided syllabus and the balance for case studies, panel presentations, and discussions. Each of the lecture sessions will have a specific topic with key guidelines provided; these guidelines will be the basis for a final test to determine accountability. Discussions will be centered around case studies of both on-going projects and completed contracts in which the positions of both government and industry will be presented. Attendees are required to complete a course critique. An agenda is attached for your information.

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2. Participants, as a prerequisite to enrollment in this Course, should have completed the DS&T Contract Process Course or have had extensive experiences in varied DS&T engineering systems procurements as Contract Officer's Technical Representatives (COTR's). We are providing, for your information, an attachment listing those personnel throughout the Directorate who have attended past runnings of the course. This data may be helpful to you in the selection process of the candidates requested herein.

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3. Please provide to [redacted] C/PMS/DS&T, [redacted]
your nominees for the April running of the subject seminar by
COB 22 March 1988. Each office normally is expected to provide six (6)
candidates; however, the actual number of candidates submitted should be
based on your office's specific need. Please list candidates in priority
order. I will advise you of those selected and provide the appropriate
course documentation concurrent with such notification. [redacted]

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[redacted]
R. E. Hineman

Attachments:
As stated

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IN GOVERNMENT PROCUREMENTCOURSE AGENDA/NOTES

TIME:	TOPIC:
0900	I. SEMINAR INTRODUCTION
	THE COTR AS PROGRAM MANAGER
0930-1015	PARTICIPANT INTRODUCTIONS
D 1015-1030	BREAK
A 1030-1100	II. ENGINEERING PROGRAM MANAGEMENT
Y 1100-1130	III. HISTORICAL PERSPECTIVE
	BREAK
1 1130-1145	
1145-1200	IV. COTR ROLES IN ACTION
1200-1230	V. DS&T PROGRAM PROCUREMENT (Case Study Analysis)
	LUNCH BREAK
1230-1330	
1330-1400	VI. COTR/PROGRAM MANAGER IN ACTION
1400-1445	VII. S&T BUDGET & PROCUREMENT
1445-1500	BREAK
1500-1530	VIII. COMMON PITFALLS FOR COTR's/ PROGRAM MANAGERS
1530-1600	IX. THE INDUSTRIAL RESOURCE: External/Internal Organization
1600-1615	BREAK
1615-1630	X. SHOULD COST ISSUE
1630-1645	DAY ONE SUMMARY
1700-1800	SOCIAL HOUR <input type="text"/> 25X1
1800-1900	DINNER HOUR
1900-2030	GUEST SPEAKER - <input type="text"/> Associate Deputy Director for Technical Programs/OSO

*(Times are approximate.)

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DAY TWO Agenda:

TIMES*:		TOPICS:
D	0830-0845	REVIEW OF DAY ONE INTRODUCTION OF DAY TWO TOPICS & ANALYSIS OF GUEST SPEAKER'S REMARKS
A		
Y	0845-0945	XI. "SHOULD COST" PROBLEM ANALYSIS
2	0945-1000	BREAK
	1000-1115	XII. INDUSTRIAL MARKETING FUNCTION
	1115-1130	BREAK
	1130-1215	XIII. STRUCTURE OF EVALUATION
	1230-1330 (1315)	LUNCH BREAK PICTURE (GARDEN)
	1330-1430	XIV. SOFTWARE AND HARDWARE DEVELOPMENT
	1430-1445	BREAK
	1445-1545	XV. CHANGING ROLES OF CO AND COTR/PROGRAM MANAGER DURING ACQUISITION PROCESS
	1545-1600	BREAK
	1600-1630	XVI. MONITORING THE S&T PROGRAM/ PROJECT
	1630-1645	DAY TWO SUMMARY AND PREVIEW OF DAY THREE
	1700-1800	SOCIAL HOUR
	1800-1900	DINNER HOUR
	1900-2030	GUEST SPEAKER - DDS&T

*(Times are approximate.)

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DAY THREE Agenda:

TIMES*:TOPICS:

D	0830-0900		REVIEW OF DAY TWO INTRODUCTION OF DAY THREE TOPICS AND ANALYSIS OF GUEST SPEAKER REMARKS
A	0900-0945	XVII.	PANEL PRESENTATION CASE STUDY #1 AND CASE DISCUSSION
Y	0945-1000		BREAK
	1000-1045	XVIII.	PANEL PRESENTATION CASE STUDY #2 AND CASE DISCUSSION
3	1045-1130	XIX.	PANEL PRESENTATION CASE STUDY #3 AND CASE DISCUSSION
	1130-1140		BREAK
	1140-1230	XX.	PANEL PRESENTATION CASE STUDY #4 CASE DISCUSSION AND SUMMARY OF
	CASE		ANALYSIS
	1230-1330		LUNCH BREAK
	1330-1430		C/PMS VIEWS OF ENGINEERING PROGRAM MANAGEMENT IN THE DS&T - SEMINAR SUMMARY - FINAL TEST - PARTICIPANT CRITIQUES

*(Times are approximate.)

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